## 2018 DIETITIAN CATEGORY PROMOTION BENCHMARKS

## PY 2018 Guidance Regarding Promotion Precepts and Benchmarks for Commissioned Corps Officers

Officers competing for promotion are rated on the five Promotion Precepts described in the electronic Commissioned Corps Issuance System (eCCIS) Instructions 331.01 (old CCPM 23.4.1) "Permanent Grade Promotions", and 332.01 (old CCPM 23.4.2) "Temporary Grade Promotions", and noted below. To assist officers in better understanding the Promotion Precepts, the Precepts are described in terms of Factors. Each Factor has a Benchmark, which is a level of achievement for the officer given the category and grade.

The purpose of this Guidance is to inform officers and promotion boards of the levels of achievement per Promotion Precept generally considered to describe the "best qualified" officer for a specific category at a specific grade. This document can also benefit the officer in setting some personal long term goals for his or her career advancement.

The Chief Professional Officers (CPO) and Professional Advisory Committee (PAC) Chairs, in consultation with their constituent category members, revise the Guidance annually to reflect the ever changing missions and policies of the Corps. All five Promotion Precepts are identical for all categories, as are the Benchmarks for Promotion Precepts 1, 4 and 5. The Benchmarks for Promotion Precepts 2 and 3 are category-specific.

The benchmarks for Precepts 1 to 5 are levels of achievement and/or standards of excellence that describe the "best-qualified" officer. They serve as a basis by which officers can be measured within each category. No Officer is expected to meet all the standards for Precepts 1 to 5. Many promoted officers will have achievements that exceed the factors for one or two precepts, but may not meet all the factors for others. Therefore these Benchmarks should not be considered a checklist of activities that must be completed in order to be promoted. Quality and impact of an officer's service is far more important than the quantity of activities in which they participate.

The individual factors within each Precept are not listed in priority order. The importance of each factor is left to the discretion of the Promotion Boards. The members of the Promotion Boards review the service records of each officer under consideration for promotion and each assigns a score for the specific Promotion Precept. Promotion Board members exercise their professional judgment and discretion in the review and rating of each record.

There is no time period that limits which of the officer's activities and accomplishments are eligible for consideration. However, activities and accomplishments subsequent to an officer's last promotion should receive priority consideration.

The Promotion Precepts are weighted as follows:

Performance Rating and Reviewing Official's	40%
Statement (Performance)	40%
2. Education, training, and professional development	20%
3. Career progression and potential	25%
4. Professional contributions and services to the PHS Commissioned Corps (Officership)	15%
5. Basic Readiness	0%***

## \*\*\*IMPORTANT NOTE\*\*\*:

Although the Readiness precept no longer carries any weight with regard to numerical score for promotion, basic readiness remains one of the several administrative checks for promotion. Officers in a "not ready" status at the 31 Dec RedDOG status report prior to the promotion year will receive an automatic Board Not Recommend. In addition, officers in a "not ready" status at the subsequent 31 March RedDOG status report, who were otherwise successful, will be removed from the successful list. Officers are advised to maintain basic readiness at all times.

Promotion Board members examine many documents in the officer's electronic Official Personnel Folder (eOPF) during the promotion review. Examples of these documents include, but are not limited to: Commissioned Officers' Effectiveness Report (COER); Promotion Information Report (PIR); curriculum vitae; the Officer's and Reviewing Official's Statements; award narratives; and letters of appreciation. The most recent COERs (e.g., the last 3-5 years) are generally given the most consideration by Promotion Board members, although earlier COERs may also be reviewed.

Career development resources (e.g., Curriculum Vitae (CV) reviews, mentoring, internet training tools, career development seminars, fellow officers, serving in similar roles, etc.) provided by the PACs, agency liaisons, Division of Commissioned Corps Personnel and Readiness (DCCPR), and the CPOs should be explored and fully utilized by all officers.

The Benchmarks will change as the Commissioned Corps continues to evolve. Any comments or suggestions that you have on the Benchmarks may be submitted to your PAC Chair, and will be carefully considered for incorporation into the next annual revision.

1. Performance Rating and Reviewing Official's Statement (Performance)					
Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6	
Commissioned Officers'     Effectiveness Report     (COER)  Based on information     contained in the Officer's  Statement, congrete from the	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value.	The primary focus in reviewing the COER should be on the accompanying narrative rather than on the indicated value.	
Statement, separate from the Reviewing Official's Statement, the officer will be rated on promotion readiness as it relates to:	Secondary assessment will include a review of the COER score, in the context of the officer's performance trends.	Secondary assessment will include a review of the COER score, in the context of the officer's performance trends.	Secondary assessment will include a review of the COER score, in the context of the officer's performance trends.	Secondary assessment will include a review of the COER score, in the context of the officer's performance trends.	
<ul> <li>Progression of responsibility</li> <li>Achievement and contributions to the agency mission</li> <li>Personal accountability for developing skills and leadership effectiveness</li> </ul>	Guidance provided as needed/requested to complete assignments of moderate complexity and impact. Skill development reflects potential for leadership and willingness/ability to assume increasing levels of responsibility.	Guidance provided as needed/requested to complete assignments of moderate complexity and impact. Skill development reflects potential for leadership and willingness/ability to assume increasing levels of responsibility. Completes assigned duty-related	Evidence of independent performance of complex tasks requiring developed proficiency and higher responsibility with positive impact on the program.  Demonstrated leadership of program teams or projects.	Independent initiative, evidenced by development, oversight, coordination and/or leadership of projects of exceptional difficulty with an expected level of expertise. Assumption of overall personal accountability for the involved program or project.	
	Completes assigned duty- related mandatory training and elective training to complement mandatory training.	mandatory training and elective training to complement mandatory training.	Completes assigned duty- related mandatory training and elective training to complement mandatory training.	Completes assigned duty- related mandatory training and elective training to complement mandatory training.	
	Supporting information that professional development contributes to the agency missions.	Supporting information that professional development contributes to the agency missions.  The officer demonstrates they	Supporting information that professional development contributes to the agency missions.	Supporting information that professional development contributes to the agency missions.	
	The officer demonstrates they efficiently and effectively work at their current grade.	efficiently and effectively work at a higher level than their current grade.	The officer demonstrates they efficiently and effectively work at a higher level than their current grade.	The officer demonstrates they efficiently and effectively work at a higher level than their current grade and should currently occupy an O-6 billet.	

1. Performance Rating and Reviewing Official's Statement (Performance)  Continued from page 3					
Factor	Benchmarks	Benchmarks	Benchmarks	Benchmarks	
lactor	P-O2*	T-O4/P-O3*	T-O5/P-O4	T-O6/P-O5/P-O6	
Award History**	There should be a record of	There should be a record of	There should be a record of	There should be a record of	
	awards across the career.	awards across the career.	awards across the career.	awards across the career.	
Progression of awards,	Officers should strive for	Officers should strive for	Officers should strive for	Officers should strive for	
relevance to mission, quality,	increasing levels of	increasing levels of	levels of achievement that	levels of achievement that	
as well as quantity, across	achievement including team	achievement that reflects	are distinctly greater than	reflects exceptional	
the career is assessed:	or unit participation, which	superior efforts, including	expected and which should	leadership and which should	
	may result in individual or unit	team or unit participation,	result in progressively higher	result in progressively higher	
o PHS Individual and Unit	awards (e.g., a PHS Citation	which may result in individual	individual awards or unit	individual awards or unit	
Honor Awards (e.g., PHS	Medal or Unit	or unit awards (e.g., an	recognition (e.g., a	recognition (e.g., an	
Citation Medal,	Commendation).	Achievement Medal or Unit	Commendation Medal or Unit	Outstanding Service Medal or	
Outstanding Service	Division Institute and	Commendation).	Commendation).	Outstanding Unit Citation).	
Medal, Unit Commendation)	Division, Institute, and	Division, Institute, and	Division Institute and	Division Institute and	
Commendation	Agency (including non-DHHS agencies), and professional	Agency (including non-DHHS	Division, Institute, and Agency (including non-DHHS	Division, Institute, and Agency (including non-DHHS	
○ Other Awards &	organization awards, and	agencies), and professional	agencies), and professional	agencies), and professional	
Recognition	recognition such as letters of	organization awards, and	organization awards, and	organization awards, and	
recognition	commendation.	recognition such as letters of	recognition such as letters of	recognition such as letters of	
○ PHS Service Awards		commendation.	commendation.	commendation.	
(e.g., Isolated Hardship	Service should clearly reflect				
Service Award, Special	the impact(s) that evolve from	Service should clearly reflect	Service should clearly reflect	Service should clearly reflect	
Assignment Service	responsibility and	the impact(s) that evolve from	the impact(s) that evolve from	the impact(s) that evolve from	
Award)	performance of the officer.	responsibility and	responsibility and	responsibility and	
·		performance of the officer.	performance of the officer.	performance of the officer.	
Reviewing Official's	Exhibits Leadership	Exhibits Leadership	Demonstrates Leadership	Accomplished Leadership	
Assessment for Promotion	Qualities	Qualities	Skills	Role	
Readiness					
	Recognizing junior officers	Recognizing junior officers	Recognizing exceptional	Recognizing leaders who	
Based on information	with the potential and	with the potential and	personal leadership skill and	have moved into key	
contained in the Reviewing	inspiration to influence.	inspiration to influence.	significant potential or	leadership roles and have a	
Official's Statement (separate			competence as a leader or	proven record of influence	
from the Officer's Statement),			manager.	and achievement (e.g.,	
the Officer will be rated on	For example: As assessed in	For example: As assessed in		Subject Matter Expert,	
promotion readiness as it	ROS, candidate excels:	ROS, candidate excels:	For everyle, As essentia	Program Chief/Director or	
relates to:	a) In attributes that same the	a) In attributes that same the	For example: As assessed in	equivalent).	
○ Current Leadership Role	a) In attributes that serve the	a) In attributes that serve the	ROS, candidate excels:	For example: As assessed in	
in Command/ Agency	leadership in a group, team, committee, or branch work	leadership in a group, team, committee, or branch work	a) In the contributions to and	ROS, candidate excels:	
in Command/ Agency	and with the potential for	and with the potential for	support of a management,	100, Candidate Excels.	
○ Progression of	team leadership or	team leadership or	supervisory, technical or	a) In an executive, senior	
Leadership Potential	management role.	management role.	clinical expert and/or	management, expert, and/or	
			program leadership role.	special advisory/consultant	
○ Contribution to the	and/or	and/or		position.	

1. Performance Rating and Reviewing Official's Statement (Performance)  Continued from page				
Factor Benchmarks Benchmarks P-O2* T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6		
above, the local or regional Branch or Division level.  Other considerations <i>may</i> include:  Authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at, or above, the local/ regional Branch, or Division level).  Above, the local or regional Branch or Division level.  Other considerations <i>may</i> include:  Authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at, or above, the local/ regional Branch, or Division level).  Engages in collateral activities that contribute to the Agency/PHS mission.	and/or  and/or  b) As a member or leader of a task force or similar group at, or above, the local or regional Agency level.  Other considerations <i>may</i> include:  Primary or secondary authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at or above the local or regional Agency level).  Engages in collateral activities that contribute to the Agency/PHS mission.	and/or  b) As a leader of a task force or a similar group at either the regional, national or international Agency level.  Other considerations <i>may</i> include:  Primary or secondary authorship of publications or other written communication or oral presentations that strive for increasing impact (e.g., at either the regional, national or international Agency level).  Evidence that career duties and collateral activities contribute to visibility and impact of the Agency/PHS Commissioned Corps mission.		

<sup>\* -</sup> Temporary O2 and O3 promotions for all categories and Temporary O4 promotions for the Medical and Dental Categories are determined by an administrative file review as outlined in Commissioned Corps Instruction (CCI) 332.01 (old CC 23.4.2, 6-2). Officers are encouraged to use the Factors and Benchmarks listed for T-O4/P-O2 & O3 for career development purposes.

<sup>\*\* -</sup> Please refer to CCI 511.01 (old CC 27.1.1) Awards Program for a description of the Honor and Service Awards.

2. Education, Training & Professional Development					
Factor	Benchmarks T-O3/P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6	
• Degrees	B.S.	B.S.	B.S.	B.S.	
		Begin Master Studies (M.S., M.Ed., MPH, or equivalent degree that contributes to the mission of the PHS).	Master studies ongoing (M.S., M.Ed., MPH, or equivalent degree that contributes to the mission of the PHS).	M.S., M.Ed. MPH or equivalent degree that contributes to the mission of the PHS	
Certification(s) &     Licensure Requirement	Begin work toward 1 certification within or outside professional discipline which enhances the mission of the PHS and/or agency (clinical, public health administrative, epidemiology, regulatory, etc.)	Working toward 1 certification within or outside professional discipline which enhances the mission of the PHS and/or agency (clinical, public health administrative, epidemiology, regulatory, etc.)	One certification within or outside professional discipline which enhances the mission of the PHS and/or agency (clinical, public health administrative, epidemiology, regulatory, etc.)	One certification within or outside professional discipline which enhances the mission of the PHS and/or agency (clinical, public health administrative, epidemiology, regulatory, etc.)	
Continuing Professional Education	As required by the Commission on Dietetic Registration	As required by the Commission on Dietetic Registration	As required by the Commission on Dietetic Registration	As required by the Commission on Dietetic Registration	
	As required for other certifications	As required for other certifications	As required for other certifications	As required for other certifications	
Public Health     Training/Experience     beyond initial degree     (can also be counted in     continuing education)	Begin additional course work/training in public health and emergency preparedness that contributes to current or future PHS assignments (healthcare management, public health policy, Bioterrorism, management and Leadership Skills, FMRB, etc.).  Participation in public health	Additional course work/training in public health and emergency preparedness that contributes to current or future PHS assignments (healthcare management, public health policy, Bioterrorism, management and Leadership Skills, FMRB, etc.).  Participation in public health	Additional course work/training in public health, leadership and emergency preparedness that contributes to current or future PHS assignments (healthcare management, public health policy, Bioterrorism, management and Leadership Skills, FMRB, etc.). Leadership role in public	Advanced coursework/training in public health, leadership and emergency preparedness that contributes to current or future PHS assignments (healthcare management, public health policy, Bioterrorism, management and Leadership Skills, FMRB, etc.).	
	activities or public health initiatives.	activities or public health initiatives.	health activities or leadership role in public health initiatives.	Leadership role in public health activities or leadership role in public health initiatives.	

3. Career Progression and Potential				
Factor	Benchmarks T-O3/P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
Pillar Assignment	Officer encumbers a position that meets one of the five pillars.			
Billet level/ Responsibilities	≥ O-3 Progressively higher billets/responsibilities Performing successfully at	≥ O-4 Progressively higher billets/responsibilities Performing successfully at	≥ O-5 Progressively higher billets/responsibilities Performing successfully at	≥ O-6 Progressively higher billets/responsibilities Performing successfully at
• Assignments	current temporary grade level ≥ 1 assignment that demonstrates progression in ability to assume more responsibility and independence; shall include programmatic reassignments within an agency as long as progressively increased responsibilities, abilities, and independence are demonstrated.  Shall include any detail	current temporary grade level ≥ 2 assignments that demonstrate progression in ability to assume more responsibility and independence; shall include programmatic reassignments within an agency as long as progressively increased responsibilities, abilities, and independence are demonstrated.  Shall include any detail	current temporary grade level ≥ 3 assignments that include at least 1 assignment with team leader or program/ project manager level responsibility; shall include programmatic reassignments within an agency as long as progressively increased responsibilities, abilities, and independence are demonstrated.  Shall include any detail	current temporary grade level ≥ 4 assignments that include at least 1 with management, supervisory responsibility, or program management at the national level; shall include programmatic reassignments within an agency as long as progressively increased responsibilities, abilities, and independence are demonstrated.  Shall include any detail
Mobility – Geographic and/or Programmatic (includes TDY assignments & details)	assignments ≥ 180 days.  No minimum number of geographic or programmatic moves	assignments ≥ 180 days.  ≥ 1 geographic or programmatic move that reflects increasing level(s) of responsibility	assignments ≥ 180 days.  ≥ 2 geographic or programmatic moves that reflect increasing levels of responsibility	assignments ≥ 180 days.  ≥4 geographic or programmatic moves that reflect increasing levels of responsibility
Collateral Duties	Active engagement in 1 organizational collateral duty/activity at the local/institutional level as a team member; impact documented. Collateral duties include activities, committees and duties that are not included in the billet description. (Examples include: RedDOG Deployment Team Lead/Member, IT Duties, Training Officer/ Coordinator Duties, COSTEP Preceptor, etc.)	Active engagement in ≥ 1 organizational collateral duty/activity at the local/institutional level as a team member; impact documented. Collateral duties include activities, committees and duties that are not included in the billet description. (Examples include: RedDOG Deployment Team Lead/Member, IT Duties, Training Officer/ Coordinator Duties, COSTEP Preceptor, etc.)	Active engagement in ≥ 2 organizational collateral duties/activities at the local/institutional and regional level serving in a team member or leadership role; impact documented. Collateral duties include activities, committees and duties that are not included in the billet description. (Examples include: RedDOG Deployment Team Lead/Member, IT Duties, Training Officer/ Coordinator Duties, COSTEP Preceptor, etc.)	Active engagement in ≥ 3 organizational collateral duties/activities serving in a leadership role at the local/institutional, regional, and national level; impact documented. Collateral duties include activities, committees and duties that are not included in the billet description. (Examples include: RedDOG Deployment Team Lead/Member, IT Duties, Training Officer/ Coordinator Duties, COSTEP Preceptor, etc.)

Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6
Honor/ Integrity/Duty	Displaying honor and integrity as an officer.			
As a USPHS Officer	Completes mandatory CC training			
<ul> <li>Honor and integrity are</li> </ul>				
the consistent regard for the highest standards of behaviors and the refusal to violate one's personal and professional codes.	Officer participates in personal and professional duties to meet obligations.  No disciplinary or adverse actions; officer in good	Officer participates in personal and professional duties to meet obligations.  No disciplinary or adverse actions; officer in good	Officer participates in personal and professional duties to meet obligations.  No disciplinary or adverse actions; officer in good	Officer participates in personal and professional duties to meet obligations.  No disciplinary or adverse actions; officer in good
<ul> <li>Duty is the free acceptance of a commitment to service.</li> </ul>	standing	standing	standing	standing
Officer CC Contributions Significant contributions are based on information contained in the Officer's Statement, CV, and documented in letters of appreciation. Examples	Appointed member or volunteer.	Appointed member or volunteer.	Appointed member or volunteer who leads subcommittee or demonstrates substantive role.	Appointed member or volunteer who serves as Chair or Vice-Chair, or leads subcommittees, or demonstrates substantive role.
may include:  • Membership/ Leadership/ Involvement in PAC and Advisory Groups (e.g., Junior Officers Advisory Group, Minority Officers Liaison Council)	Evidence that [CC and collateral activities impact and contribute to the PHS mission at the local level.	Evidence that CC and collateral activities impact and contribute to the PHS mission at the local level.	Evidence that CC and collateral activities impact and contribute to the PHS mission at the regional level.	Evidence that CC and collateral activities impact and contribute to the PHS mission at the regional, national or international level.
Recruitment Activities		Documented recruitment activities	Documented recruitment activities	Documented recruitment activities

4. Pr	4. Professional Contributions & Services to the PHS Commissioned Corps (Officership) Continued from page 8				
Factor	Benchmarks P-O2*	Benchmarks T-O4/P-O3*	Benchmarks T-O5/P-O4	Benchmarks T-O6/P-O5/P-O6	
Professional contributions Commitment to professional development and officer visibility, i.e while in uniform. Significant contributions are based on information contained in the CV, and documented in letters of appreciation, awards, etc. Examples may include:  Membership/ Involvement in Professional, Uniformed Service, and Specialty Organizations	Participates as a protégé in regular one-on-one or group mentoring activities  Active member at the local, level	Participates as a protégé in regular one-on-one or group mentoring activities.  Active member at the local, regional, levels.	Participates as a primary or supportive mentor in regular one-on-one or group mentoring activities Seeks mentors within peers or higher level  Completes a formal mentor assignment verified via letter from PAC, Advisory Group, Agency leadership, etc.  Recruits other mentors to support professional development of peers.  Active member at the regional, or national, or levels.  Serves as contributing member to the organization through a committee or subcommittee.	Participates as a primary mentor in regular one-on-one or group mentoring activities. Seeks mentors within peers or higher level.  Completes a formal mentor assignment verified via letter from PAC, Advisory Group, Agency leadership, etc.  Recruit, train, support and manage other mentors for the professional development of other officers.  Active member at the national or international levels.  Serves in a leadership role in the organization such as subcommittee Chair or Chair of the organization.	
Presentations and Outreach	Participation at local and regional meetings or activities of professional organizations	Presentations and/or outreach at local and regional meetings or activities of professional organizations	Presentations and/or outreach regional meetings or activities of professional organizations  Evidence of greater visibility in promoting the Corps to broader audiences.	Presentations and/or outreach regional, national or international meetings or activities of professional organizations  Sought out by meeting planners for presentations with evidence of greater impact in support of Corps/Agency missions.	

<sup>\* -</sup> Temporary O2 and O3 promotions for all categories and Temporary O4 promotions for the Medical and Dental Categories are determined by an administrative file review as outlined in CCI 332.01 (old CC23.4.2, 6-2). Officers are encouraged to use the Factors and Benchmarks listed for T-O4/P-O2 & O3 for career development purposes.

5.Readiness				
Factor Benchmarks Benchmarks Benchmarks Benchmarks Benchmarks T-O4/P-O3 T-O5/P-O4 T-O6/P-O5/P-O5				
NA	Officer meets and maintains Basic Readiness Standards.			

Note: Officers may submit a request for a temporary medical waiver to the Medical Affairs for medical issues that would prevent an Officer from achieving or maintaining readiness status.